



APPEARANCE STANDARDS

Directive 6-101

Date of Issue: October 2013 Amends/Cancel: 6-101 Issued July 2013

I. PURPOSE

The purpose of this Directive is to set forth appearance standards for all members of the Department of General Services Maryland Capitol Police (DGS-MCP), and to ensure all DGS-MCP personnel display the best image possible to the public.

II. POLICY

- A. All DGS-MCP personnel will strictly adhere to the standards set forth in this Directive.
- B. Employees of DGS-MCP are required to be neat, clean, and well-groomed at all times, except when authorized to dress otherwise by the Chief of Police. Uniform and civilian clothes shall be kept clean and pressed at all times. Footwear, leather equipment and brass, shall be regularly polished and side arms will be clean and serviceable.
- C. Any deviation from these standards must be approved by the Chief of Police.

III. PROCEDURES

- A. CLOTHING – Clothing will be clean and given a pressed appearance before each tour of duty.
- B. FOOTWEAR – Shoes will be solid black, free of dirt and shined. Foul weather footwear will be conservative in appearance. Shoes will be of a type with shoelaces.
- C. FINGERNAILS – Employees will keep their fingernails trimmed and free of dirt. While in uniform employees may wear only a single color of a conservative polish or coating on their fingernails.
- D. HAIR REGULATIONS – Every DGS-MCP employee while on duty will be required to keep hair in a neat and well groomed manner. These regulations are not meant to be all inclusive, and final judgment rests with the Chief of Police.
 - 1. Hair on the crown and sides of the head shall be neatly groomed. The length and bulk of the hair shall not interfere with the proper wearing on any authorized uniform headgear. Hair in the front will not be groomed so that it falls below the band of properly worn headgear. Ponytails are prohibited.

2. Hair shall be worn in a tapered look, and when combed shall not touch the ear or collar.
3. Buns and French braids will be permitted on the top of or back of the head, in a neat and attractive manner, provided they do not interfere with the wearing of uniform headgear and do not hang over the collar.
4. Wigs or hairpieces shall not be worn on duty except to cover natural baldness or disfiguration. If worn under these circumstances, the wig or hairpiece will conform to all departmental hair regulations.
5. Hair on the back of the head shall be tapered down to the neck.
6. Sideburns, if an individual chooses to wear them, shall be neatly trimmed and tapered in the same manner as prescribed for hair. Sideburns shall not extend below the earlobe, shall be of even width (not flared), and shall end with a clean shaven horizontal line.
7. Hair coloring, if used, should appear natural.
8. No ribbons or ornaments shall be worn in the hair except for neat inconspicuous bobby pins or conservative barrettes.
9. Mustaches, if an individual chooses to wear them, shall be neatly trimmed and of a conservative style. No beards or goatees on any type will be worn, except;
 - a. Those personnel who have been diagnosed by a dermatologist, as having pseudo folliculitis barbae, will be given a medical exemption.
 - b. However in keeping with medical opinion, the exception will require the affected area be kept clipped to (1/8) one eighth of an inch in length.

E. NON-UNIFORMED EMPLOYEES – Non-Uniformed Employees will conform to dress and grooming standards which reflect a professional appearance.

1. Police employees, who are not, because of their assignment, required to wear the uniform, will dress in a manner which reflects a professional appearance. Grooming standards for these employees will be the same as for uniform police employees. Police employees assigned to covert operations will be exempt from grooming dress standards specified for other police employees.

F. JEWELRY –

1. The Chief of Police may prohibit the wearing of bracelets/wristbands (excluding medical alert identification) and other jewelry should it detract from the professional appearance of the employee or constitute a safety hazard. Only one bracelet/wristband (excluding medical alert identification) may be worn.

2. Uniformed female employees may wear one matching set of gold or silver stud earrings. Hoop earrings or earrings that dangle below the ear lobe are not permissible. Earrings must be centered on the ear lobe and have safety backings. Male uniformed employees may not wear any earrings while on-duty unless assigned in a covert capacity.
3. Except for female sworn employees wearing earrings, no sworn employees will have a body piercing that is visible while on duty.

G. EYEWEAR –

1. Eyeglasses and Sunglasses

- a. Eyeglasses or sunglasses must be conservative in color and size, and must not detract from the professional appearance of the uniform.
- b. Only dark colored or metallic frames will be authorized.
- c. Mirrored lenses are prohibited.
- d. Unless the need to wear sunglasses has been certified by medical authorities they are not to be worn indoors.
- e. Eyeglasses restraints are only authorized when required for safety purposes. Eyeglasses and / or sunglasses will not be attached to chains, bands, or ribbons.

2. Contact Lenses

- a. Personnel may wear tinted lenses as long as the lenses are of a naturally occurring color.
- b. Personnel shall not wear contact lenses that alter the appearance or shape of the iris.
- c. Contact Lenses that have designs on them may not be worn.

H. BODY MODIFICATIONS –

1. For this Directive body modifications includes the following definitions:

- a. Tattoo means the act or, practice of marking the skin with indelible designs, forms, figures, art, etc., by making punctures in the skin and inserting pigment.
- b. Scarification means the act of intentional cutting of the skin for the purpose of creating a design, form, figure or art.
- c. Branding means the intentional burning of the skin for the purpose of creating a design, form, figure or art.

- d. Gauging means gradually increasing the radius of a surgically induced circular opening of flesh in areas such as ear lobes.
 - e. Body modifications, excluding when medically necessitated by deformity or injury, means, but is not limited to:
 - (1) tongue splitting or bifurcation
 - (2) abnormal shaping of the ears, eyes, or nose
 - (3) abnormal filing of the teeth
 - (4) branding or scarification
 - (5) trans-dermal implantation of any object other than hair replacement
 - (6) gauging.
2. The following lists are intended to serve as examples of prohibited body modifications and are not intended to include every such modification that may be determined to be prohibited:
- a. Depictions of nudity or violence:
 - b. Sexually explicit or vulgar art, works, phrases or profane language;
 - c. Symbols likely to incite strong reaction in the workplace, i.e., swastikas, or similar symbols;
 - d. Initials, acronyms, or numbers that represent criminal or historically oppressive organizations, i.e. AB, KKK, SS,MM,BGF, HA, 666 or any street gang names, numbers and/or symbols;
 - e. Modifications on the face, ears, and neck;
 - f. Teeth, whether natural, capped or veneer, will not be ornamented with designs, jewels, initials, etc.
3. Sworn employees with tattoos visible in a Department uniform prior to the issuance of this Directive will not be required to remove or cover the tattoos or markings but will not add to the tattoos or markings or receive additional tattoos that would be visible while in any Department uniform.
4. On and after the effective date of this Directive DGS-MCP sworn members who do not have a tattoo or markings will not receive a tattoo or markings that would be visible while in any Department uniform.
5. Applicants:
- a. will be screened for compliance with this Directive as part of the application process;
 - b. with markings that are not prohibited would not be disqualified from employment; and
 - c. will be informed that , if hired, they will be required to comply with this Directive.

6. When possible, applicants who are denied employment based on prohibited markings, a picture of such markings will be taken and placed in the applicants file.

7. Violation of this Directive is a category B violation.

I. **UNAUTHORIZED INSIGNIA** – No decoration or insignia will be worn by any employee of MCP on the uniform unless authorized by the Chief of Police who will designate where, when and in what manner the insignia or decoration will be worn. This includes other non-uniform items that may be attached to the hat, shirt, epaulets, Sam Browne belt, garrison belt, shoes, socks etc.

J. **SOCKS** – Blue or black socks will be worn by Police and Police Communication personnel. Brown or black socks will be worn by Security personnel

K. **UNIFORM SHIRTS** – Only regulation issued uniform shirts will be worn. When the short sleeve shirt is worn, medallions, chokers, or necklaces must not be visible at the neck. Undershirts will match the uniform shirt color when visible within the neckline of short sleeve shirts. Pencils or pens will not protrude from the pockets.

L. **Proper Wearing of the Uniform**

1. **Collar Pins** – will be worn with the edge of the pin or rank insignia parallel to the edge of the collar, midpoint between the top and bottom edges.

Summer Shirt / Open Collar



Winter Shirt / Closed Collar





Rank Insignia

2. The Name Tag will be worn centered over the right pocket, above the pocket flap. It will not be intruding on to the flap nor will there be a visible gap between the bottom of the name tag and the line of the flap.
3. The Marksmanship Medal will be worn centered beneath the name tag on the flap of the right pocket.
4. The I.D./Prox card will be worn centered on the right pocket, underneath the pocket flap.



5. HAT – The issued 8 PT hat must be worn by police officers when in public or engaged in law enforcement activities. Generally, when the firearm is worn the issued 8PT hat will be worn. The 8 PT hat need not be worn when inside a building or a vehicle, however when assigned to an interior fixed post the issued 8 PT hat must be readily available. Police officers assigned to exterior posts including garages and kiosks will wear the issued 8PT hat.

The 8 Point hat will be worn centered on the head, not tilted to the front or to the back, with the brim 2 finger widths above the bridge of the nose

Under no circumstance will baseball hats be worn by police officers without the express written consent of the Chief of Police or his designee.





6. The issued jacket may be worn with both the short sleeve and long sleeve shirts. The issued sweater will not be worn with the short sleeve shirt.
7. When wearing the long sleeve shirt the issued tie will be worn. The long sleeve shirt will not be worn with the collar open.
8. Name tags & badges will always be worn on the outermost garment. If you are wearing a sweater or jacket you must transfer your badge, name tag and I.D./prox card to the jacket or sweater.
9. When wearing the issued sweater the Prox card/I.D. will be attached to the sweater at the “V” of the neckline.



10. Civilian clothing will not be worn with the uniform. This includes coats, sweaters hats etc. Gloves and scarves, if posted outside, are acceptable but must be black in color.